

# CHAPTER 24 – SORT AND SEND

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## 1 SORT AND SEND

### 1.1 BEFORE YOU BEGIN

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Ensure you have received all necessary supplies for the sort and send process. A full list of required supplies can be found on section 5.1.2 of Chapter 21 – Preparing for the post-election period.

### 1.2 RECEIVING VOTING PLACE SUPPLIES AT YOUR HEADQUARTERS

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You will receive voting place (VP) supplies and ballot boxes back at your electorate headquarters (HQ) during the voting period. These include:

- from voting places open during the advance voting period that have phased counts will return the ballot box and supplies if they have a phase change
- full special vote ballot boxes and supplies
- completed enrolment forms for scanning
- some VPs and voting teams will [REDACTED] during the advance voting period
- most VPs open during the advance period will [REDACTED] after the close of advance voting on Friday E-1, or if they are only open during the middle weekend of advance voting, on Saturday E-7 or Sunday E-6
- a few VPs will [REDACTED]; all ordinary votes issued during the advance voting period must be counted in the early count
- most voting places open on Election Day will [REDACTED]
- there will be a few Election Day voting places who [REDACTED] see Section 10 in Chapter 22 – Election Day and Night)
- most Mobile Supports (MS) will [REDACTED]
- for those electorates with supply hubs, all key voting materials must be returned on or before Sunday E+1.

During the advance voting period, as per the electorate's logistics plan, Electorate Managers (EM), with support from the Logistics and Supplies Manager (LS Manager), Voting Place Manager (VPM) and Mobile Supports must:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The sort and send process starts on Sunday E+1 and includes:

- checking that all returned ballot boxes contain the correct voting materials
- scanning all key voting materials into the Election Management System (EMS) as part of materials tracking, and ensuring all of these materials have the status of 'returned'
- preparing shared general electorate ballot boxes to be sent back to their home electorates
- completing the initial load of special votes in EMS
- preparing other electorates' special votes to be sent back to their home electorates
- preparing home general ordinary and home Māori ordinary voting materials for post-election processing.

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1.4 CHECKLIST

Use this checklist to ensure that you are on track with sort and send activities.

Task	E+1	E+2	E+3	E+4	E+5	E+6	E+9	E+10	E+11	E+12	E+13
Check all ballot boxes to ensure all key voting materials have been returned from voting places	<input type="checkbox"/>	<input type="checkbox"/>									
Check all Envelopes P5 for questioned votes for your home general and Māori electorates and pass them to the Dual Votes Process Leader	<input type="checkbox"/>	<input type="checkbox"/>									
Photocopy all M10-SUMMARY (Form F) forms to be used by the team sorting the special votes	<input type="checkbox"/>	<input type="checkbox"/>									
Remove all M14-TAKEAWAY and M14-DAILYREP (Form Q) forms from Envelope P6 or the Voting Place Manager's folder and set them aside for return to National Office	<input type="checkbox"/>	<input type="checkbox"/>									
Check the number of special votes returned (per electorate and overall total) from each VP in your electorate against the relevant M10 SUMMARY (Form F)	<input type="checkbox"/>	<input type="checkbox"/>									
Enter M10-SUMMARY (Form F) for VP details into the EMS 'Initial Load' screen	<input type="checkbox"/>	<input type="checkbox"/>									
<b>[REDACTED]</b>	<input type="checkbox"/>	<input type="checkbox"/>									
For the bags to be couriered, scan the printed ID number on the courier bag into eShip and create an eShip label	<input type="checkbox"/>	<input type="checkbox"/>									

Task	E+1	E+2	E+3	E+4	E+5	E+6	E+9	E+10	E+11	E+12	E+13
Scan the eShip tracking number into the EMS 'Send Votes' screen using the hand-held scanner. For those bags being delivered by an electoral official, scan the ID number on the courier bag into EMS	<input type="checkbox"/>	<input type="checkbox"/>									
Dispatch courier bags and shared electorate ballot boxes to other electorates as per your logistics plan		<input type="checkbox"/>	<input type="checkbox"/>								
Receive shared general electorate ballot boxes and scan key voting materials into EMS		<input type="checkbox"/>	<input type="checkbox"/>								
Receive into EMS all special votes for your electorate sent from other electorates		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Send any misdirected votes to the appropriate electorate and update EMS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow up on any votes showing as sent to you in EMS, but not received			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## 2 RECEIVING MATERIALS AT HQ

### 2.1 OVERVIEW

Most voting place and Mobile Support materials will have been returned to your HQ by E+1. In rural electorates, some materials will still be making their journey back to your HQ based on your logistics plan.

You must check ballot boxes quickly and confirm all materials have been received back by scanning voting materials back into the materials tracking module in EMS, before you can return shared voting materials to their electorates in preparation for other post-election processes.

This process has already been addressed in Chapter 15 – Materials Tracking, section 6. Relevant sections of that chapter have been repeated here.

### 2.2 RESOURCES

You need:

- handheld barcode scanners and laptop with access to EMS
- ballot boxes from all voting places
- supplies boxes from VPs, mobile supports and supplies hubs (if applicable)
- [REDACTED]
- [REDACTED]

### 2.3 PROCESS FOR RETURNED MATERIALS

As you progress through the voting period, your HQ will receive back materials. Chapter 15 covers the process for this during the advance period and on Election Night.

This table provides a high-level overview of the returns process on E+1.

When	Task
E+1	<ul style="list-style-type: none"><li>• Scan all materials back into EMS using the materials tracking module and ensure all materials are accounted for</li><li>• Shared voting materials are returned to their home electorate HQ.</li></ul>

To receive and check returned supplies, refer to the relevant process listed below.

Returned	When	Reference
From voting places	From E+1	See section 2.4 of this chapter
To other HQs	From E+1	See section 2.5 of this chapter
From other HQs	From E+1	See section 3.6 of this chapter.

2.4 RECEIVING MATERIALS INTO EMS ON E+1


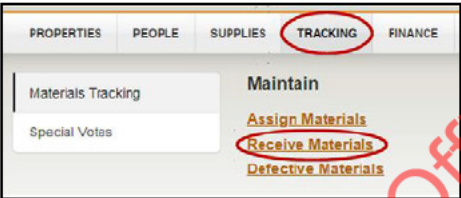
During the advance voting period, phased materials may have already been received back into EMS. Only materials which have NOT been received back into EMS need to be scanned.

You will also need to balance prioritising shared electorates materials, followed by electoral rolls due to post-election processes.

You will need to scan materials back into EMS in a controlled and systematic way, going:

- voting place by voting place
- Mobile Support by Mobile Support

Use these instructions to receive key voting materials into EMS.

Step	Instructions
1	Get the hand-held scanner and attach it to one of your laptops.
2	In EMS, check your electorate is selected from the dropdown. 
3	In EMS, go to Tracking – Receive Materials. 
4	Scan the ballot box label into EMS.
5	Confirm each box has envelopes P1, P2, P3, P4 and P5 for that electorate.
6	[Redacted content]
	[Redacted content]
	[Redacted content]
	[Redacted content]
	[Redacted content]
	[Redacted content]

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Repeat for each voting place. Any key voting materials returned by MS need to be received back into EMS using the same process as described above.

#### 2.4.1 Checking reports

Once your HQ has completed receiving all voting place and MS materials into EMS, follow these instructions:

Step	Instructions																																																		
1	In EMS, go to Tracking – Material Not Returned to my HQ (CSV).																																																		
2	This report will display all materials which still need to be scanned back into EMS.																																																		
2	<table border="1"> <thead> <tr> <th>Material Barco</th> <th>Electorate</th> <th>Material Type</th> <th>Numbr</th> <th>Current Location</th> <th>Assigned Electorate</th> <th>Tracking NiTN</th> <th>Description</th> <th>Assigned To</th> <th>Time Stamp</th> </tr> </thead> <tbody> <tr> <td>E01 BPG01001</td> <td>01 Auckland Central</td> <td>Ballot Paper - General</td> <td>1001</td> <td>017 Auckland High Court,</td> <td>01 Auckland Central</td> <td>17360</td> <td>Consignment 1 - AV Supplies</td> <td>017 Auckland High Court,</td> <td>22/08/2022 at 09:24</td> </tr> <tr> <td>E01 BPG01051</td> <td>01 Auckland Central</td> <td>Ballot Paper - General</td> <td>1051</td> <td>017 Auckland High Court,</td> <td>01 Auckland Central</td> <td>17360</td> <td>Consignment 1 - AV Supplies</td> <td>017 Auckland High Court,</td> <td>22/08/2022 at 09:24</td> </tr> <tr> <td>E01 BPG01101</td> <td>01 Auckland Central</td> <td>Ballot Paper - General</td> <td>1101</td> <td>017 Auckland High Court,</td> <td>01 Auckland Central</td> <td>17360</td> <td>Consignment 1 - AV Supplies</td> <td>017 Auckland High Court,</td> <td>22/08/2022 at 09:24</td> </tr> <tr> <td>E01 BPG01151</td> <td>01 Auckland Central</td> <td>Ballot Paper - General</td> <td>1151</td> <td>017 Auckland High Court,</td> <td>01 Auckland Central</td> <td>17360</td> <td>Consignment 1 - AV Supplies</td> <td>017 Auckland High Court,</td> <td>22/08/2022 at 09:24</td> </tr> </tbody> </table>	Material Barco	Electorate	Material Type	Numbr	Current Location	Assigned Electorate	Tracking NiTN	Description	Assigned To	Time Stamp	E01 BPG01001	01 Auckland Central	Ballot Paper - General	1001	017 Auckland High Court,	01 Auckland Central	17360	Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24	E01 BPG01051	01 Auckland Central	Ballot Paper - General	1051	017 Auckland High Court,	01 Auckland Central	17360	Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24	E01 BPG01101	01 Auckland Central	Ballot Paper - General	1101	017 Auckland High Court,	01 Auckland Central	17360	Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24	E01 BPG01151	01 Auckland Central	Ballot Paper - General	1151	017 Auckland High Court,	01 Auckland Central	17360	Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24
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3	Filter the CSV report using the 'Current Location' column by an assignee ie, one of your HQ's voting places or MS. This will display all materials still yet to be received back into EMS for the filtered assignee.  Note: this report will list any materials still located at another HQ yet to be returned.																																																		
4	Find the assignee's supply boxes where their materials are located and receive the materials listed in the report back into EMS.																																																		
5	Repeat this for each assignee with materials listed in the report which still need to be scanned back into EMS.																																																		
6	Redownload the <b>Material Not Returned to my HQ (CSV)</b> report and repeat from step 1 until all materials have been received back into EMS and no materials are listed in the report.																																																		

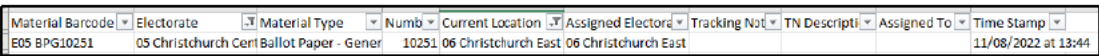
#### 2.5 RETURNING SHARED ELECTORATE MATERIALS TO THEIR HOME ELECTORATE HQ

Once all key voting materials have been received back into EMS from your voting places and MS, and been accounted for, you will need to return all shared voting materials for general electorates to their home electorate HQ.

Use these instructions to return materials to their home electorate HQ.

Step	Instructions
1	In EMS, go to Tracking – Material List (CSV).

*Continued on next page*

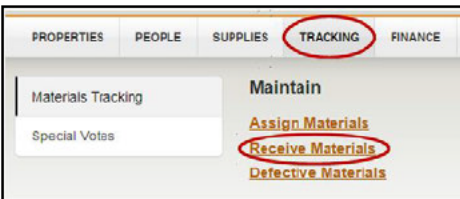
2	<p>Filter the CSV report by the:</p> <ul style="list-style-type: none"> <li>• 'Electorate' column by another electorate HQ, and</li> <li>• 'Current Location' by your electorate HQ and/or your voting places.</li> </ul> 
3	This will list all materials which need to be returned to their home electorate HQ.
4	<p>Create a new tracking note with all the shared voting materials (ballot paper pads and electoral rolls) (see section 3). Keep each count's materials in its own ballot box.</p> <p>Use an empty ballot box to return any electoral rolls and ballot paper pads from the shared electorate, that you did not allocate to a voting place.</p>
5	[REDACTED]
6	[REDACTED]
7	Repeat for each electorate which supplied shared electorate materials to your HQ.

Refer to your M40-LOGPLAN on how your electorate plans to return shared voting materials across your region.

Note: all Māori electorate materials (ordinary ballot paper pads and electoral rolls) remain with the home general electorate HQ and are **NOT** returned.

## 2.6 RECEIVING MATERIALS FROM ANOTHER HQ

Use these instructions to receive returned materials from another HQ.

Step	Instructions
1	Open the package delivered by another HQ and find the tracking note.
2	Check the materials received against the tracking note. Tick the 'OK' column as you go and use the notes column if there are any issues.
3	<p>In EMS, go to Tracking – Receive Materials.</p> 

4

Scan each item into EMS by clicking into the **Material Barcode** field and using the handheld scanner to scan the QR code on the front of each item.

The screenshot shows the 'Receive Materials' page with a 'Summary of Received Materials (for this session)' section displaying 'No Allocated Materials'. Below this is a 'Material Barcode:' input field, which is circled in red. At the bottom, there is a table with columns: Material Barcode, Electorate, Material Type, Number, and Received From.

If an item fails to scan, check you have clicked into the **Material Barcode** field before scanning the item. Alternatively, manually type in the QR code (see section 2.6).

5


Check the **Summary of Received Materials** field to ensure the number of expected items from the package matches. For example, from a package of 50 ballot paper pads you have scanned 50 ballot paper pads.

The screenshot shows the 'Summary of Received Materials (for this session)' section with a table containing one row: 'Ballot Paper - General' and '50'. This row is circled in red.

6



7

Click the browser refresh button after completing each  package.

8

Repeat steps 1-7 for each package of materials.

2.6.1 Checking reports

Once your HQ has completed receiving a set of returned materials back into EMS from another HQ, follow these instructions:

Step

Instructions

1

In EMS go to **Tracking – Material Not Returned to my HQ (CSV)**.

2

Filter the CSV report in the 'Assigned Electorate' column by the electorate the materials have come from. This will identify any materials which still need to be returned by the electorate. In this example, Auckland Central HQ has filtered this report for Botany, a shared electorate they provided Auckland Central materials to. Ballot paper pad E01 BPG01001 is still located at Botany's HQ and yet to be returned.

Material Barcode	Electorate	Material Type	Number	Current Location	Assigned Electorate	Tracking Note #	TN Description	Assigned To	Time Stamp
E01 BPG01001	01 Auckland Central	Ballot Paper - General	1001	04 Botany	04 Botany				17/02/2023 at 09:31

If the electorate does not appear in the report, all the materials assigned to the electorate have been successfully returned and no further actions are required.

*Continued on next page*

	If the electorate does appear in the report, all the listed materials still need to be returned and received into EMS, go to step 3.
3	<p>Check the materials listed in the report are not among the materials returned to your HQ. If found receive the materials into EMS.</p> <p>If the other electorate HQ has not returned all the materials, contact the responsible electorate's LS Manager and arrange for the materials to be returned.</p>
4	Redownload the <b>Material Not Returned to my HQ (CSV)</b> report, repeat from step 1.

## 2.7 SEARCHING FOR 'MISSING' MATERIALS

Your HQ will be handling large volumes of voting materials and may need to locate mislaid materials. Refer to section 7.8 of chapter 15 – Materials Tracking on how to view the chain of custody record for a specific material item or view a selection of materials.

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4	<p>Count the number of special vote envelopes for your electorate:</p> <ul style="list-style-type: none"> <li>• Check the count against the M10-SUMMARY.</li> <li>• If the number is different, check that you have all the S3 envelopes for that voting place and that no special vote envelopes for your electorate were put in an S4 envelope by mistake.</li> <li>• If you can't account for any differences: <ul style="list-style-type: none"> <li>○ count the envelopes again until you get <b>two consistent counts</b></li> <li>○ correct the copy of the M10-SUMMARY.</li> </ul> </li> </ul>
Other electorate special votes	
5	Empty the S4 envelope from the ballot box onto the other electorates sorting table.
6	<p>Check that all of the special vote envelopes on the other electorates sorting table:</p> <ul style="list-style-type: none"> <li>• are not for your home general electorate</li> <li>• have been stamped with an issuing point stamp. Stamp any unstamped envelopes with an issuing point stamp from that voting place.</li> </ul>
7	Sort the special vote envelopes into piles by electorate.
8	<p>Carefully count the number of special vote envelopes for each electorate:</p> <ul style="list-style-type: none"> <li>• check the count against the M10-SUMMARY</li> <li>• if the number is different, check that you have all the S4 envelopes for that voting place.</li> <li>• if you can't account for any differences: <ul style="list-style-type: none"> <li>○ count the envelopes again until you get <b>two consistent counts</b></li> <li>○ correct the M10-SUMMARY.</li> </ul> </li> </ul>
Both	
9	Secure each pile of sorted special vote envelopes with a rubber band. Put each pile on the appropriate electorate marker.
10	Take all the issuing point stamps from the special vote ballot box and put them with the unused issuing point stamps, in numerical order in preparation for completion.
11	<p>When you are satisfied that the M10-SUMMARY is correct, give it to the data entry operator for entry. See section 3.3.</p> <p>Note: Deliver the M10-SUMMARY forms progressively to the data entry operator. Do not wait until you have checked all voting places.</p>


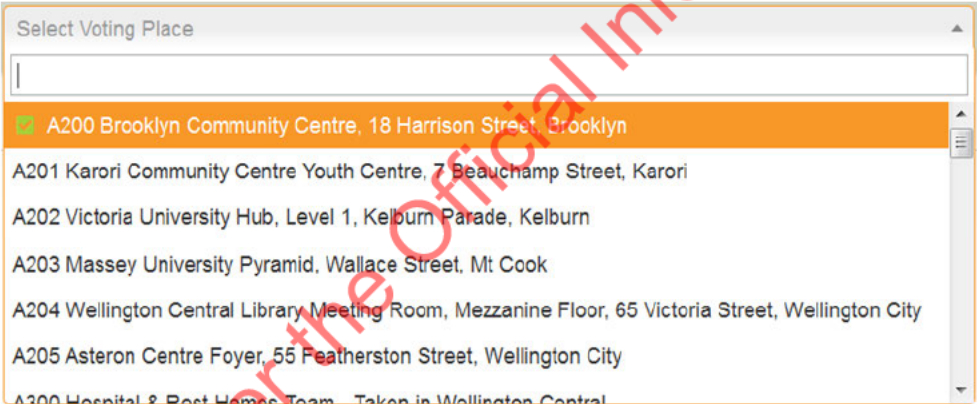
### 3.3 INITIAL LOAD OF SPECIAL VOTES INTO EMS

The initial load of special votes into EMS is a record of all special votes taken in an electorate for their own and other electorates. Electorate HQs use this information to know how many special votes they have to process, and to keep track of where the votes are.

**Note:** If you are a Māori Electorate Manager and you receive some of your special votes directly, do not complete a separate initial load for your Māori electorate special votes received by you directly.

- Include them on the M10-SUMMARY for the care home team for the home general electorate.
- Enter them into your general electorate’s EMS ‘Initial Load’.

The data entry operator uses these instructions to enter special vote tracking information in EMS.

Step	Instructions
1	<p>From the menu select <b>Special Votes – Tracking - Initial Load (M10-SUMMARY)</b></p> 
2	<p>From the drop-down box, select the voting place or team the M10-SUMMARY form refers to</p>  <p style="text-align: right;"><i>Continued on next page</i></p>

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- Select the AV or ED radio button corresponding to the M10-Summary.
- Enter the figures from the M10-SUMMARY into the '#SDV's' field for each electorate the voting place issued special votes for, including your own electorate.
- Enter zero for electorates that the voting place did not take special votes for.
- Check the totals at the bottom of the screen to ensure they match the total on the M10-SUMMARY form.
- Once all the data has been correctly entered for that voting place, click **Save**.

If you make an error in any of the fields, click back into the field and enter the correct data. You can correct data up until you complete the 'send votes' process (see section 3.5).

3

A200 Brooklyn Community Centre, 18 Harrison Street, Brooklyn

Save

Electorate	#SDV's	Electorate	#SDV's	Electorate	#SDV's
01 Auckland Central	4	25 Manurewa	0	49 Tairāhaki	0
02 Bay of Plenty	0	26 Māungakiekie	0	50 Taranaki-King Country	0
03 Botany	0	27 Mt Albert	0	51 Taupo	0
04 Christchurch Central	0	28 Mt Roskill	0	52 Tauranga	0
05 Christchurch East	12	29 Napier	3	53 Te Atatu	0
06 Clutha-Southland	0	30 Nelson	0	54 Tūkūki	0
07 Coromandel	0	31 New Lynn	0	55 Upper Harbour	0
08 Dunedin North	0	32 New Plymouth	0	56 Waikato	0
09 Kaipara	0	33 Northcote	0	57 Waikato	0
10 Kaitiaki	0	34 Rotorua	0	58 Te Tai Hauāuru	0
11 Kaitiaki	0	35 Rodney	0	59 Te Tai Tokarau	0
12 Manukau	0	36 Rongotai	0	60 Te Tai Tonga	0
13 Manukau East	0	37 Rotorua	0	61 Waikato	0
14 Manukau West	0	38 Selwyn	0	62 Waikato	0
15 Manukau West	0	39 Southland	0	63 Waikato	0
16 Manukau West	0	40 Southland	0	64 Waikato	0
17 Manukau West	0	41 Southland	0	65 Waikato	0
18 Manukau West	0	42 Southland	0	66 Waikato	0
19 Manukau West	0	43 Southland	0	67 Waikato	0
20 Manukau West	0	44 Southland	0	68 Waikato	0
21 Manukau West	0	45 Southland	0	69 Waikato	0
22 Manukau West	0	46 Southland	0	70 Waikato	0
23 Manukau West	0	47 Southland	0	71 Waikato	0
24 Manukau West	0	48 Southland	0	72 Waikato	0
25 Manukau West	0	49 Southland	0	73 Waikato	0
26 Manukau West	0	50 Southland	0	74 Waikato	0
27 Manukau West	0	51 Southland	0	75 Waikato	0
28 Manukau West	0	52 Southland	0	76 Waikato	0
29 Manukau West	0	53 Southland	0	77 Waikato	0
30 Manukau West	0	54 Southland	0	78 Waikato	0
31 Manukau West	0	55 Southland	0	79 Waikato	0
32 Manukau West	0	56 Southland	0	80 Waikato	0
33 Manukau West	0	57 Southland	0	81 Waikato	0
34 Manukau West	0	58 Southland	0	82 Waikato	0
35 Manukau West	0	59 Southland	0	83 Waikato	0
36 Manukau West	0	60 Southland	0	84 Waikato	0
37 Manukau West	0	61 Southland	0	85 Waikato	0
38 Manukau West	0	62 Southland	0	86 Waikato	0
39 Manukau West	0	63 Southland	0	87 Waikato	0
40 Manukau West	0	64 Southland	0	88 Waikato	0
41 Manukau West	0	65 Southland	0	89 Waikato	0
42 Manukau West	0	66 Southland	0	90 Waikato	0
43 Manukau West	0	67 Southland	0	91 Waikato	0
44 Manukau West	0	68 Southland	0	92 Waikato	0
45 Manukau West	0	69 Southland	0	93 Waikato	0
46 Manukau West	0	70 Southland	0	94 Waikato	0
47 Manukau West	0	71 Southland	0	95 Waikato	0
48 Manukau West	0	72 Southland	0	96 Waikato	0
49 Manukau West	0	73 Southland	0	97 Waikato	0
50 Manukau West	0	74 Southland	0	98 Waikato	0
51 Manukau West	0	75 Southland	0	99 Waikato	0
52 Manukau West	0	76 Southland	0	100 Waikato	0
53 Manukau West	0	77 Southland	0	101 Waikato	0
54 Manukau West	0	78 Southland	0	102 Waikato	0
55 Manukau West	0	79 Southland	0	103 Waikato	0
56 Manukau West	0	80 Southland	0	104 Waikato	0
57 Manukau West	0	81 Southland	0	105 Waikato	0
58 Manukau West	0	82 Southland	0	106 Waikato	0
59 Manukau West	0	83 Southland	0	107 Waikato	0
60 Manukau West	0	84 Southland	0	108 Waikato	0
61 Manukau West	0	85 Southland	0	109 Waikato	0
62 Manukau West	0	86 Southland	0	110 Waikato	0
63 Manukau West	0	87 Southland	0	111 Waikato	0
64 Manukau West	0	88 Southland	0	112 Waikato	0
65 Manukau West	0	89 Southland	0	113 Waikato	0
66 Manukau West	0	90 Southland	0	114 Waikato	0
67 Manukau West	0	91 Southland	0	115 Waikato	0
68 Manukau West	0	92 Southland	0	116 Waikato	0
69 Manukau West	0	93 Southland	0	117 Waikato	0
70 Manukau West	0	94 Southland	0	118 Waikato	0
71 Manukau West	0	95 Southland	0	119 Waikato	0
72 Manukau West	0	96 Southland	0	120 Waikato	0
73 Manukau West	0	97 Southland	0	121 Waikato	0
74 Manukau West	0	98 Southland	0	122 Waikato	0
75 Manukau West	0	99 Southland	0	123 Waikato	0
76 Manukau West	0	100 Southland	0	124 Waikato	0
77 Manukau West	0	101 Southland	0	125 Waikato	0
78 Manukau West	0	102 Southland	0	126 Waikato	0
79 Manukau West	0	103 Southland	0	127 Waikato	0
80 Manukau West	0	104 Southland	0	128 Waikato	0
81 Manukau West	0	105 Southland	0	129 Waikato	0
82 Manukau West	0	106 Southland	0	130 Waikato	0
83 Manukau West	0	107 Southland	0	131 Waikato	0
84 Manukau West	0	108 Southland	0	132 Waikato	0
85 Manukau West	0	109 Southland	0	133 Waikato	0
86 Manukau West	0	110 Southland	0	134 Waikato	0
87 Manukau West	0	111 Southland	0	135 Waikato	0
88 Manukau West	0	112 Southland	0	136 Waikato	0
89 Manukau West	0	113 Southland	0	137 Waikato	0
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92 Manukau West	0	116 Southland	0	140 Waikato	0
93 Manukau West	0	117 Southland	0	141 Waikato	0
94 Manukau West	0	118 Southland	0	142 Waikato	0
95 Manukau West	0	119 Southland	0	143 Waikato	0
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97 Manukau West	0	121 Southland	0	145 Waikato	0
98 Manukau West	0	122 Southland	0	146 Waikato	0
99 Manukau West	0	123 Southland	0	147 Waikato	0
100 Manukau West	0	124 Southland	0	148 Waikato	0
101 Manukau West	0	125 Southland	0	149 Waikato	0
102 Manukau West	0	126 Southland	0	150 Waikato	0
103 Manukau West	0	127 Southland	0	151 Waikato	0
104 Manukau West	0	128 Southland	0	152 Waikato	0
105 Manukau West	0	129 Southland	0	153 Waikato	0
106 Manukau West	0	130 Southland	0	154 Waikato	0
107 Manukau West	0	131 Southland	0	155 Waikato	0
108 Manukau West	0	132 Southland	0	156 Waikato	0
109 Manukau West	0	133 Southland	0	157 Waikato	0
110 Manukau West	0	134 Southland	0	158 Waikato	0
111 Manukau West	0	135 Southland	0	159 Waikato	0
112 Manukau West	0	136 Southland	0	160 Waikato	0
113 Manukau West	0	137 Southland	0	161 Waikato	0
114 Manukau West	0	138 Southland	0	162 Waikato	0
115 Manukau West	0	139 Southland	0	163 Waikato	0
116 Manukau West	0	140 Southland	0	164 Waikato	0
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119 Manukau West	0	143 Southland	0	167 Waikato	0
120 Manukau West	0	144 Southland	0	168 Waikato	0
121 Manukau West	0	145 Southland	0	169 Waikato	0
122 Manukau West	0	146 Southland	0	170 Waikato	0
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124 Manukau West	0	148 Southland	0	172 Waikato	0
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127 Manukau West	0	151 Southland	0	175 Waikato	0
128 Manukau West	0	152 Southland	0	176 Waikato	0
129 Manukau West	0	153 Southland	0	177 Waikato	0
130 Manukau West	0	154 Southland	0	178 Waikato	0
131 Manukau West	0	155 Southland	0	179 Waikato	0
132 Manukau West	0	156 Southland	0	180 Waikato	0
133 Manukau West	0	157 Southland	0	181 Waikato	0
134 Manukau West	0	158 Southland	0	182 Waikato	0
135 Manukau West	0	159 Southland	0	183 Waikato	0
136 Manukau West	0	160 Southland	0	184 Waikato	0
137 Manukau West	0	161 Southland	0	185 Waikato	0
138 Manukau West	0	162 Southland	0	186 Waikato	0
139 Manukau West	0	163 Southland	0	187 Waikato	0
140 Manukau West	0	164 Southland	0	188 Waikato	0
141 Manukau West	0	165 Southland	0	189 Waikato	0
142 Manukau West	0	166 Southland	0	190 Waikato	0
143 Manukau West	0	167 Southland	0	191 Waikato	0
144 Manukau West	0	168 Southland	0	192 Waikato	0
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148 Manukau West	0	172 Southland	0	196 Waikato	0
149 Manukau West	0	173 Southland	0	197 Waikato	0
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151 Manukau West	0	175 Southland	0	199 Waikato	0
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153 Manukau West	0	177 Southland	0	201 Waikato	0
154 Manukau West	0	178 Southland	0	202 Waikato	0
155 Manukau West	0	179 Southland	0	203 Waikato	0
156 Manukau West	0	180 Southland	0	204 Waikato	0
157 Manukau West	0	181 Southland	0	205 Waikato	0
158 Manukau West	0	182 Southland	0	206 Waikato	0
159 Manukau West	0	183 Southland	0	207 Waikato	0
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162 Manukau West	0	186 Southland	0	210 Waikato	0
163 Manukau West	0	187 Southland	0	211 Waikato	0
164 Manukau West	0	188 Southland	0	212 Waikato	0
165 Manukau West	0	189 Southland	0	213 Waikato	0
166 Manukau West	0	190 Southland	0	214 Waikato	0
167 Manukau West	0	191 Southland	0	215 Waikato	0
168 Manukau West	0	192 Southland	0	216 Waikato	0
169 Manukau West	0	193 Southland	0	217 Waikato	0
170 Manukau West	0	194 Southland	0	218 Waikato	0
171 Manukau West	0	195 Southland	0	219 Waikato	0
172 Manukau West	0	196 Southland	0	220 Waikato	0
173 Manukau West	0	197 Southland	0	221 Waikato	0
174 Manukau West	0	198 Southland	0	222 Waikato	0
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179 Manukau West	0	203 Southland	0	227 Waikato	0
180 Manukau West	0	204 Southland	0	228 Waikato	0
181 Manukau West	0	205 Southland	0	229 Waikato	0
182 Manukau West	0	206 Southland	0	230 Waikato	0
183 Manukau West	0	207 Southland	0	231 Waikato	0
184 Manukau West	0	208 Southland	0	232 Waikato	0
185 Manukau West	0	209 Southland	0	233 Waikato	0
186 Manukau West	0	210 Southland	0	234 Waikato	0
187 Manukau West	0	211 Southland	0	235 Waikato	0
188 Manukau West	0	212 Southland	0	236 Waikato	0
189 Manukau West	0	213 Southland	0	237 Waikato	0
190 Manukau West	0	214 Southland	0	238 Waikato	0
191 Manukau West	0	215 Southland	0	239 Waikato	0
192 Manukau West	0	216 Southland	0	240 Waikato	0
193 Manukau West	0	217 Southland	0	241 Waikato	0
194 Manukau West	0	218 Southland	0	242 Waikato	0
195 Manukau West	0	219 Southland	0	243 Waikato	0
196 Manukau West	0	220 Southland	0	244 Waikato	0
197 Manukau West	0	221 Southland	0	245 Waikato	0
198 Manukau West	0	222 Southland	0	246 Waikato	0
199 Manukau West	0	223 Southland	0	247 Waikato	0
200 Manukau West	0	224 Southland	0	248 Waikato	0
201 Manukau West	0	225 Southland	0	249 Waikato	0
202 Manukau West	0	226 Southland	0	250 Waikato	0
203 Manukau West	0	227 Southland	0	251 Waikato	0
204 Manukau West	0	228 Southland	0	252 Waikato	0
205 Manukau West	0	229 Southland	0	253 Waikato	0
206 Manukau West	0	230 Southland	0	254 Waikato	0
207 Manukau West	0	231 Southland	0	255 Waikato	0
208 Manukau West	0	232 Southland	0	256 Waikato	0
209 Manukau West	0	233 Southland	0	257 Waikato	0
210 Manukau West	0	234 Southland	0	258 Waikato	0
211 Manukau West	0	235 Southland	0	259 Waikato	0
212 Manukau West	0	236 Southland	0	260 Waikato	0
213 Manukau West	0	237 Southland	0	261 Waikato	0
214 Manukau West	0	238 Southland	0	262 Waikato	0
215 Manukau West	0	239 Southland	0	263 Waikato	0
216 Manukau West	0	240 Southland	0	264 Waikato	0
217 Manukau West	0	241 Southland	0	265 Waikato	0
218 Manukau West					

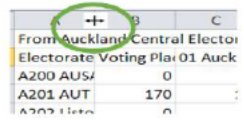




7

Open the Excel file, which lists your voting places in column A. The row for each voting place will show the number of special votes taken at that voting place for all other electorates.

When it first opens, Column A is not wide enough to see the voting place name. To widen the column, position your cursor between column A and B until you get this pointer:



Double click and the column will expand to show the contents of the column.

A	B	C	E
From Auckland Central Electorate			
Electorates		Voting Plac 01 Auckland 02 Ba	
A200 AUSA Club Space, The Quad, Auckland University, Auckland City	0	0	
A201 AUT University Campus, AuSM, WC Building, Level 2, Wellesley Street, Auckland City	170	10	
A202 Winston House, 30-32 Hobson Street, Auckland City	0	0	

Print the report and give it to the Special Votes Process Leader.

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### 3.4 CHECKING SPECIAL VOTES BEFORE SENDING

The Special Votes Process Leader must confirm that the number of special votes for each electorate matches the 'Special Vote by Voting Place' report, before the votes are sent back to their home electorates. The counts must balance.

Step	Instructions
1	<p>Count the number of envelopes on the sorting tables one electorate at a time. Record the number on the M75-SORT electorate sheet. Check that the number of envelopes for each electorate matches the number recorded on the 'Special votes by voting place' report.</p> <p>The counts must balance. If there are any discrepancies, you need to resolve these before you can send the votes. If you change the numbers, reprint the report and check the information again. Record the final number on the M75-SORT electorate sheet.</p>
2	<p>Once you are certain that the total number of special votes in the report matches the number of special votes ready to be sent, pack the votes for that electorate into a [REDACTED]</p>
3	<p>The logistics plan for your electorate will state whether the special vote declarations will be hand delivered to the other electorate by an electorate staff member or will be couriered using eShip by NZ Post.</p> <p>For electorates that will receive <b>hand delivered bags</b>, write the name of the electorate and add 'hand delivered' onto a blank label and affix it to the bag. If there is more than one bag for an electorate, annotate the label with 1 of 2, 2 of 2 etc. You must use [REDACTED] to pack the special votes, even if they are numerous for an electorate.</p> <p>For electorates that will require the special votes to be <b>couriered due to the distance</b> between electorate HQs, use a hand-held scanner to enter the pre-printed barcode number from the [REDACTED] into the reference number field in eShip. The courier bags must be sent <b>signature required</b>. Print and affix the courier label to the bag.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

Pre-printed barcode on [redacted] is shown circled above


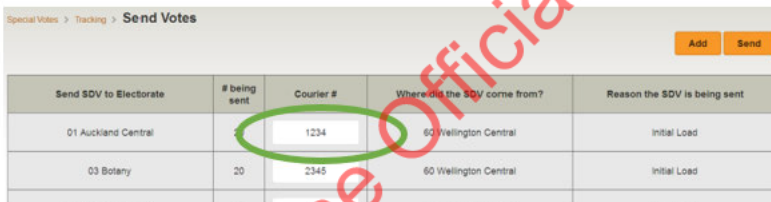

4 Put the special votes for your own electorate aside for processing on Monday E+2.

5 Give the courier bags to the data entry operator to scan into EMS, see section 3.5.

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### 3.5 SENDING SPECIAL VOTES TO OTHER ELECTORATES

Recording the 'send votes' data lets every Electorate Manager know how many special votes they can expect to receive from other electorates.

Step	Instructions															
1	<p>From the menu select <b>Special Votes – Tracking – Send Votes</b>.</p> <p>A list of the votes you are sending to other electorates will appear on your screen, as well as how many you have for your own electorate.</p>  <p>The screenshot shows a navigation menu with 'VOTING PLACES', 'STAFF', 'SUPPLIES', 'FINANCE', and 'SPECIAL VOTES'. Under 'SPECIAL VOTES', there are three options: 'Initial Load (M10-SUMMARY)', 'Send Votes' (circled in green), and 'Received Votes'.</p>															
2	<p>For bags to be couriered, use a hand-held scanner to enter the eShip tracking number from the label on the [redacted] into EMS.</p> <p>For bags that will be hand delivered, scan the number pre-printed on the bag. If there is more than one bag for an electorate, separate the details of each bag with a '/' mark.</p>  <p>The screenshot shows a table titled 'Send Votes' with columns: 'Send SDV to Electorate', '# being sent', 'Courier #', 'Where did the SDV come from?', and 'Reason the SDV is being sent'. The 'Courier #' field for the first row is circled in green.</p> <table border="1"> <thead> <tr> <th>Send SDV to Electorate</th> <th># being sent</th> <th>Courier #</th> <th>Where did the SDV come from?</th> <th>Reason the SDV is being sent</th> </tr> </thead> <tbody> <tr> <td>01 Auckland Central</td> <td></td> <td>1234</td> <td>60 Wellington Central</td> <td>Initial Load</td> </tr> <tr> <td>03 Botany</td> <td>20</td> <td>2345</td> <td>60 Wellington Central</td> <td>Initial Load</td> </tr> </tbody> </table>	Send SDV to Electorate	# being sent	Courier #	Where did the SDV come from?	Reason the SDV is being sent	01 Auckland Central		1234	60 Wellington Central	Initial Load	03 Botany	20	2345	60 Wellington Central	Initial Load
Send SDV to Electorate	# being sent	Courier #	Where did the SDV come from?	Reason the SDV is being sent												
01 Auckland Central		1234	60 Wellington Central	Initial Load												
03 Botany	20	2345	60 Wellington Central	Initial Load												
3	<p> Check that all VPs have been entered, all electorate totals balance, and all courier information is entered. Then contact National Support Team (NST) to have the initial load sent.</p> <p>EMS will remind you to check the number of special votes is exactly what has been entered into EMS.</p> <p>Click <b>OK</b> if you are certain that the numbers match.</p> <p>If you are not certain the numbers match, click <b>Cancel</b> to go back to the <b>Send Votes</b> screen.</p> <p>Make sure the number of physical special votes in each courier bag matches the number that has been entered into EMS. You cannot go back and correct any data after this step.</p>															


	<p><b>STOP!!!</b></p> <p><b>HAVE YOU:</b></p> <ol style="list-style-type: none"> <li>1. Checked the totals for each Electorate against the envelopes in the courier bags?</li> <li>2. Entered the courier bag tracking numbers into this screen? If EITHER of these has not been done, select CANCEL! Otherwise select OK to send data to other electorates.</li> </ol> <p><b>WARNING: You CANNOT MAKE CHANGES after you press OK</b></p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="OK"/> </p>
4	<p>Once you click <b>Send</b>, you will get a message that the information has been sent. Click <b>OK</b>.</p> <p>If you find an error in the initial load after it has been sent, contact National Office.</p> <div data-bbox="296 640 991 842"> <p><b>i NOTE</b></p> <p>Your data has been sent to the other electorates. To view what has been sent go to the Sent Report. To fix any errors please contact National Office. Please call National Office for any queries</p> <p style="text-align: right;"><input type="button" value="OK"/></p> </div>
5	<p>Courier or hand deliver the special votes to the designated electorate as required by your electorate's logistics plan.</p>
Note	<p>If you try to update the amounts in the 'Initial Load (M10-SUMMARY)' screen after you have completed the 'send votes' process, you will get this error message. Contact National Office.</p> <div data-bbox="296 1120 930 1366"> <p><b>! Save Failed</b></p> <p>You have entered invalid data, please try again</p> <p style="text-align: right;"><input type="button" value="Close"/></p> </div>

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### 3.6 RECEIVING YOUR SPECIAL VOTES BACK FROM OTHER ELECTORATES

From Monday E+2, you will start receiving special votes for your electorate that were cast in other electorates. You need to check that they are for your electorate and 'receive' the votes into EMS. Māori Electorate Managers will enter votes for your Māori electorate separately from your general electorate in EMS.

You can receive special votes from other electorates at any time until 7pm on Tues E+13.

Step	Instructions																																			
1	<p>From the menu select <b>Special Votes – Tracking – Received Votes</b>.</p> <p>You will see the electorates that you will receive special votes from, and how many you should receive.</p> 																																			
2	<p>Count the number of special vote envelopes from one electorate at a time and enter the exact number of envelopes into the SVs Received field next to the electorate's name.</p> <table border="1" data-bbox="295 1556 1173 1736"> <thead> <tr> <th>From Electorate</th> <th>Date &amp; Time Sent</th> <th>Courier #</th> <th>SVs Expected</th> <th>SVs Received</th> <th>Difference</th> <th>Date &amp; Time Received</th> </tr> </thead> <tbody> <tr> <td>50 Wellington Central</td> <td>Not sent yet</td> <td></td> <td>4</td> <td></td> <td>-4</td> <td></td> </tr> <tr> <td></td> <td>Special Declaration votes in Auckland Central</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td></td> <td>Special Declaration votes in other electorates</td> <td></td> <td>4</td> <td>0</td> <td>-4</td> <td></td> </tr> <tr> <td></td> <td>Total</td> <td></td> <td>4</td> <td>0</td> <td>-4</td> <td></td> </tr> </tbody> </table> <p>If there is a difference in the number received, check you:</p> <ul style="list-style-type: none"> <li>counted the envelopes correctly</li> <li>entered the votes against the correct electorate</li> <li>haven't left any envelopes in the courier bag or have additional bags to check.</li> </ul>	From Electorate	Date & Time Sent	Courier #	SVs Expected	SVs Received	Difference	Date & Time Received	50 Wellington Central	Not sent yet		4		-4			Special Declaration votes in Auckland Central		0	0	0			Special Declaration votes in other electorates		4	0	-4			Total		4	0	-4	
From Electorate	Date & Time Sent	Courier #	SVs Expected	SVs Received	Difference	Date & Time Received																														
50 Wellington Central	Not sent yet		4		-4																															
	Special Declaration votes in Auckland Central		0	0	0																															
	Special Declaration votes in other electorates		4	0	-4																															
	Total		4	0	-4																															




	If the number still doesn't match, the Special Votes Process Leader must call the sending Electorate Manager.
3	Once the data is correct, click <b>Save</b> . This allows both electorates to see the data.

### 3.7 SPECIAL VOTES RECEIVED IN ERROR

If you receive special votes that are not for your electorate, you should still enter the exact amount received in EMS. Special votes may be received in error because the name on the envelope has been misread, eg, East Coast instead of East Coast Bays, or the electorate written on the envelope does not match the electorate on the declaration inside the envelope, eg, an issuing officer issues a vote for Hamilton East but writes Hamilton West on the envelope.

Any special votes received at your electorate by mistake need to be forwarded to the correct electorate after being recorded into the send votes screen in EMS.

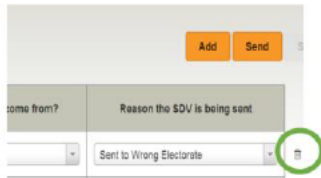
Step	Instructions
1	<p>From the menu select <b>Special Votes – Tracking – Send Votes</b>.</p> <p>Enter the data for the correct electorate.</p> <p>Select the reason for sending, eg, 'Sent to wrong electorate'.</p>  <ul style="list-style-type: none"> <li>• Select 'Sent to wrong electorate' if the electorate name on the envelope is not yours.</li> <li>• Select 'Envelope addressed incorrectly' if the electorate name on the envelope is yours, but the electorate on the declaration is not.</li> <li>• Select 'Additional load' for Special Vote envelopes first received at your electorate which were not included in the initial load.</li> </ul>
2	Repeat for any other electorate whose special votes you may have received in error.
3	Click <b>Send</b> .
	Forward the envelopes to the correct electorate using the process in section 3.5.

*Continued on next page*

Note

If you make an error, click on the rubbish bin icon next to the record you wish to delete. Re-enter the data if necessary. Double-check all information is correct before hitting Send.

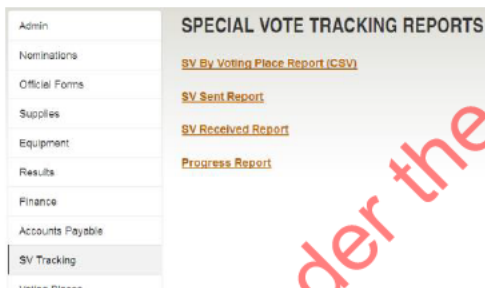
If you need to amend this section after sending, contact NST.




### 3.8 SPECIAL VOTE REPORTS

The Special Votes Process Leader should use the special vote tracking reports to make sure you have received all expected special votes from other electorates and to check that votes sent to other electorates have arrived.

- Special votes sent report
- Special votes received report
- Progress report.



Use the 'Special votes sent report' to see the number of special votes that you will be forwarding to other electorates

Step	Instructions
1	<p>From the menu select Reports – SV Tracking – SV Sent Report.</p> <p>Your electorate will show in the Select Office box.</p> 
2	<p>Click <b>Submit</b>.</p>



3

A report will appear on your screen showing the following information:

Special Declaration Votes Sent to Electorates from National Office			
To Electorate	Date and time sent	Courier #	# sent

Use the 'Special votes received report' to see the number of special votes you will receive from other electorates.

**Step** | **Instructions**

1 From the menu select **Reports – SV Tracking – SV Received Report.**

2

A report will appear on your screen showing the following information:

Expected Special Declaration Votes Received by Auckland Central				
From Electorate	Date and time sent	Courier #	# sent	# received

Use the 'Progress report' to see the progress of special votes sent to other electorates and special votes received by your electorate at any day/time.

**Step** | **Instructions**

1 From the menu select **Reports – SV Tracking – Progress Report.**

2

A report will appear on your screen showing the following information:

Reports > SV Tracking > Progress Report

Electorate	Region	M10 Summ		Initial Load Sent	Total SV To Send/Sent	Total SV Expected/Sent	Total SV Received	Difference
		Entered	Total					
Auckland Central	Auckland	0	42	No	0/0	4/0	0	-4
Bay of Plenty	Central	0	30	No	0/0	0/0	0	0
Botany	Auckland	0	26	No	0/0	0/0	0	0
Christchurch Central	South	0	44	No	0/0	0/0	0	0
Christchurch East	South	0	32	No	0/0	12/0	0	-12
Clutha-Southland	South	0	80	No	0/0	0/0	0	0
Coromandel	Central	0	71	No	0/0	0/0	0	0
Dunedin North	South	0	50	No	0/0	0/0	0	0

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### 3.9 CHECKING SPECIAL VOTES WERE RECEIVED ON TIME

From Monday E+2, your administrative staff need to check that your special votes were received on time. If a vote is received late, place it in the folder labelled 'late' in Box 1 for the Electorate Manager to review. Check votes against these timeframes whenever you receive special votes.

Source	Definition of 'received on time'
Voting places or teams in your electorate	Assume it was returned on time, ie, 7pm on Election Day, unless stated otherwise on the envelope
Other electorates	<ul style="list-style-type: none"> <li>Assume it was returned on time, ie, 7pm on Election Day, unless stated otherwise on the envelope.</li> <li>Must be received at your headquarters by 7pm, Thursday E+13.</li> </ul>
Special votes delivered by hand or couriered to your HQ	Must be received by 7pm on Election Day.
Special votes received in your HQ PO Box	Must be: <ul style="list-style-type: none"> <li>received by noon, Wednesday E+4 and</li> <li>postmarked on or before Friday E-1.</li> </ul>
Overseas votes	If you receive any of these, contact the National Support Team [REDACTED]

### 3.10 VOTES RECEIVED LATE AT HQ

Any votes that you receive at your electorate headquarters after 7pm on Election Day need to be 'received' in EMS. This includes votes that are:

- delivered by hand or courier
- received through your PO Box, unless they are post marked on or before E-1 and received by Wednesday E+4

Step	Instructions
1	Stamp and write "Received late – [time received] on [date] at headquarters" on the envelope.
2	Count the number of envelopes received directly at your electorate headquarters.
3	Enter the number of envelopes received into the 'Send Votes' screen on EMS as 'Additional Load' and send the votes to your own electorate.
4	Put the special vote envelope(s) in the folder labelled 'late' in Special Vote Processing Box 1 for Electorate Manager to review. This is covered in detail in Chapter 28 – Special Votes.